DNR Managed Lands – Internal Web Mapping

Creating a Map for the Arch/Historical Report

Last Updated: February 6, 2018

Contents

How to Make a Map for an Arch/Historical report

To collect the information that is required to locate historical or archaeological features on a state property, the department archaeologist needs to have Town, Range, Section, Quarter-quarter network placed on a topological map. Base map features such as roads and surface water are also required as well as DNR managed land parcels.

We are providing the DNR Managed Lands - Internal web mapping application as a means to create these maps that can be saved as PDF to submit with the arch/historical report.

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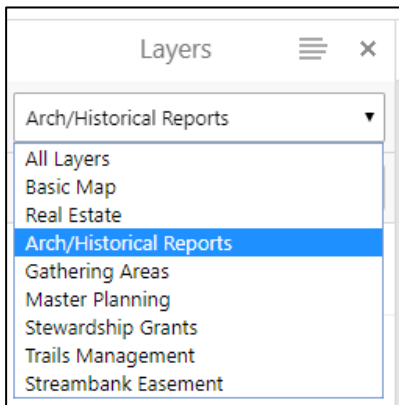
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BASIC INSTUCTIONS

1. Opening DNR Managed Lands – Internal Web Map

To access DNR Managed Lands - Internal web mapping application, go to:
http://intranet.dnr.state.wi.us/int/land/facilities/DML.html

Or navigate to the MyDNR intranet home page at http://intranet.dnr.state.wi.us/ and enter add the web map application to your Favorites from the System & Applications list.
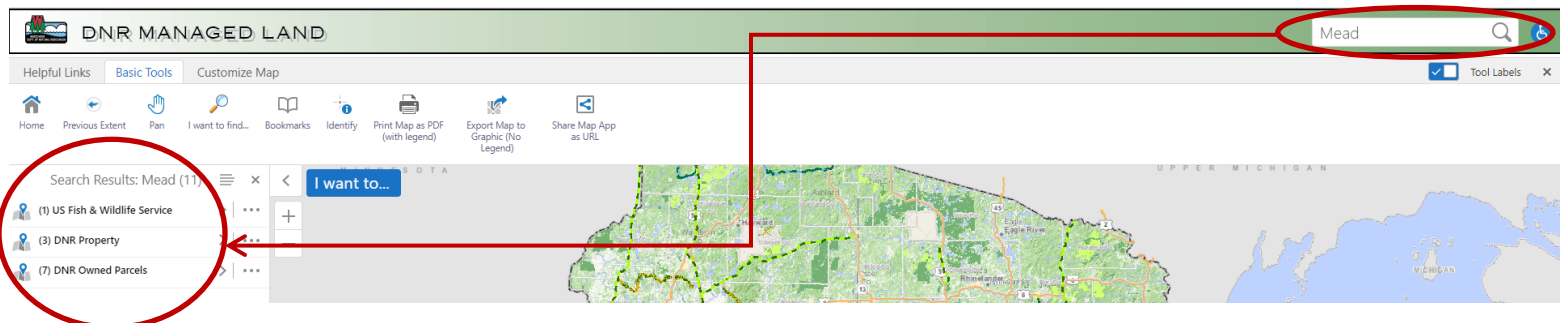

After the map application opens, select the Arch/Historical Reports map theme from the Map Theme drop down.

This will display only the map layers that are needed for the Arch/Historical reports.

2. Three Ways to find your Area of Interest

1. Zoom into area, if location is known

2. OR Type property name in Global Search
   Top right box "Search…"

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The layer folders that contain items that fit the search will display in the **Search Results** data frame. Select the appropriate layer (DNR Property) to expand the properties.

- Select the desired item to zoom to the property and display property details. The property will be highlighted
- Close the Property Description panel to un-highlight the property
- Use the Zoom/Pan tools to fine tune the area of concern

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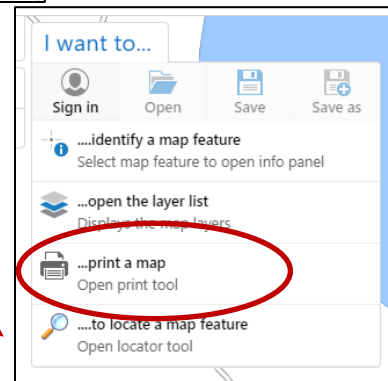## 3. OR use the "I want to find…" map feature locator tool in the Home tab of the toolbar

Select "…a Township, Range and Section" to open the Find Township, Range, Section data frame

Enter the desired values into appropriate fields

Quarter and Quarter Quarter-section values are not required but are helpful if known

NOTE: The map feature locator tool can be found via the "I want to.." tool as well.

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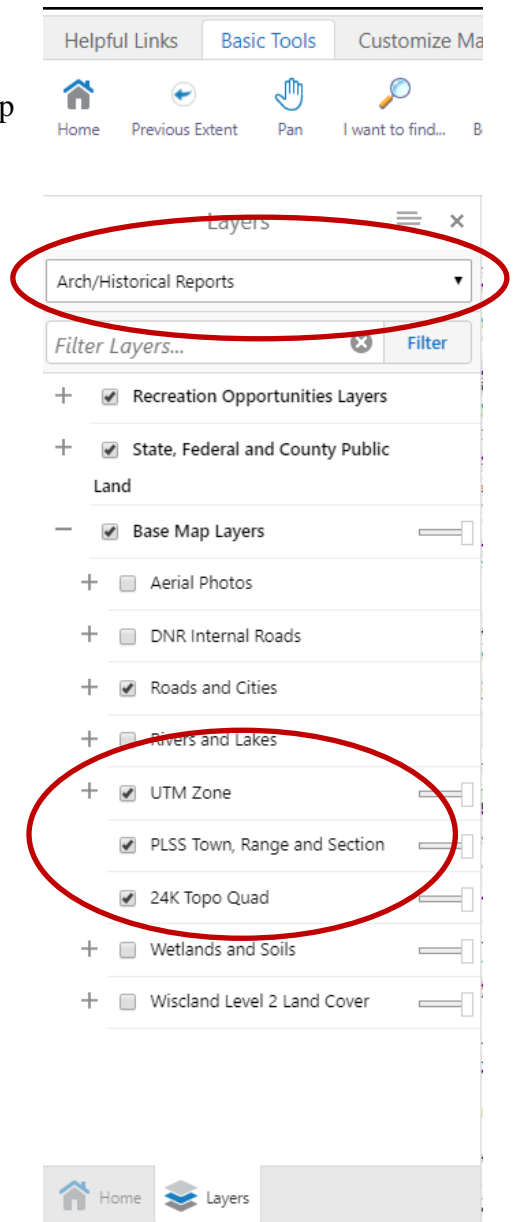
CREATING THE MAP

1. *Display the layers needed for the Arch/Historical Reports mapping*

1. Open the **Layers** data frame

   o Ensure you are in the Arch/Historical Reports map theme in the Layers Theme drop-down

   o Layers required for the Arch/Historical Report maps will automatically turn on
      UTM
      PLSS Town, Range and Section
      24K Topo Quad

□ Note: Topo Quad layer will turn off at 1:3,960

   o To provide geographic reference:
      • Additional layers can be turned on/off
      • Layers can be made transparent using the sliding tool to the right of the layer name
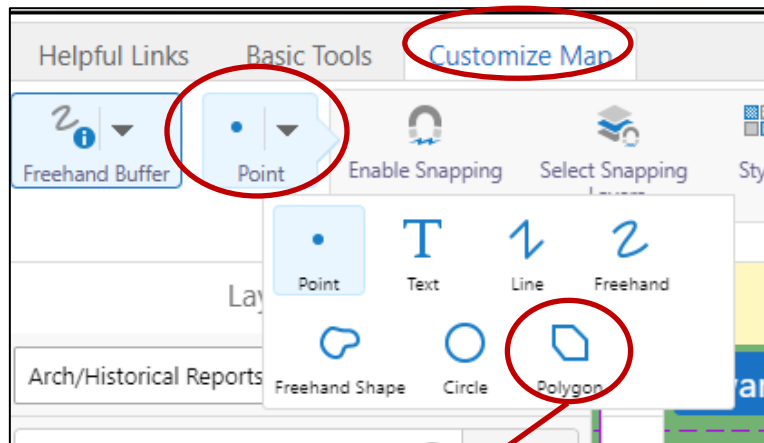
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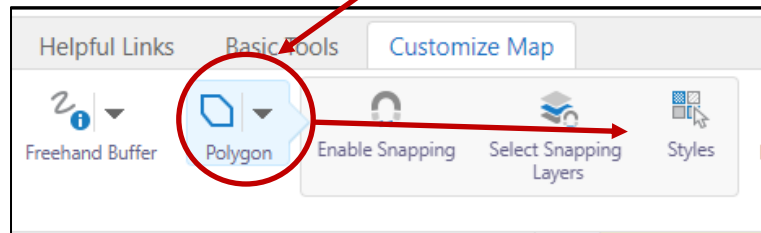Creating a Map for the Arch/Historical Report

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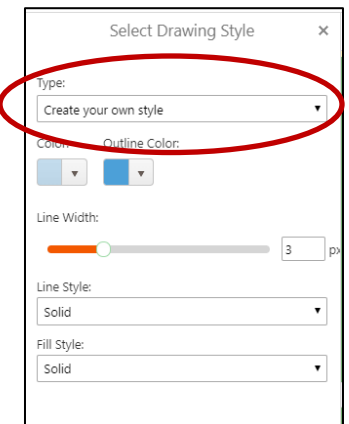## 2. *Add a Point, Line, Area or Text Label*

Open the **Customize Map** tab and select the **Point** tool icon to expand the tool options.

Helpful Hints:

- o Select the desired tool (ex. polygon) then select styles to change line type and fill color **before** you draw on the map.

- o Personal styles can be created by selecting **"Create your own style"** in the Select Drawing Style data frame.

- o Reselect the tool icon to close and deactivate the drawing tool when drawing is completed

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3. *Drawing Tools Primer*

To draw a point—
- Select the Point tool and click on the map to place the point

To draw a line—
- Select the Line Tool and click once on the map at the point of beginning
- Click once at each vertex
- Double click to end the line

To draw a polygon—
- Select the Polygon tool and click once on the map at the point of beginning
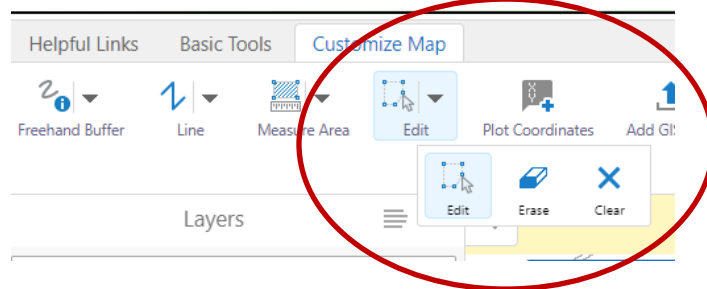- Click once at each polygon corner
- Double click to end the line

To add text—
- Select the text box and click on the map to place the text box
- Enter you text, close with OK

4. *Editing the Drawing*

To edit a graphic element, select Edit Draw icon to expand the edit tool choices.
- **Edit** will move/alter a graphic geometry
- **Erase** will select one graphic to remove
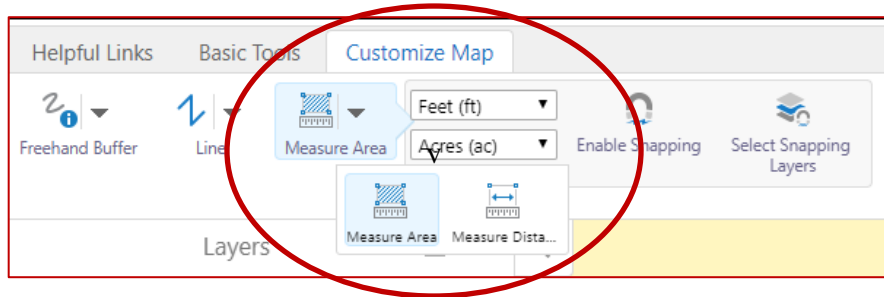- **Clear** will remove all graphics

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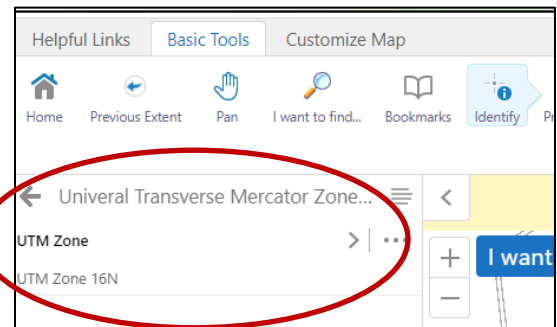
5. Measuring on the Map

- o Use the **Measure** tools to calculate area and distance

- o Units default to feet and acres but are customizable to meters, square feet and other common units

- o Re-select the Measure tool button to deactivate and close the tool
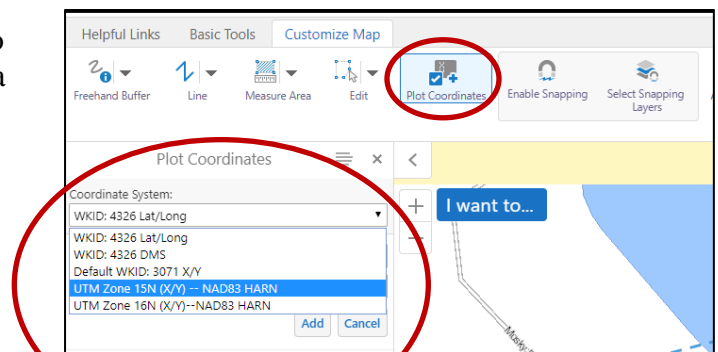

6. Adding UTM Coordinates

Open the drop-down list to select the appropriate UTM zone

- To determine in which UTM Zone your area of interest lies, open the Identify tool and select the map to display the UTM zone

- If the zone does not display, turn on the UTM Zone layer in the **Layer** list

Select

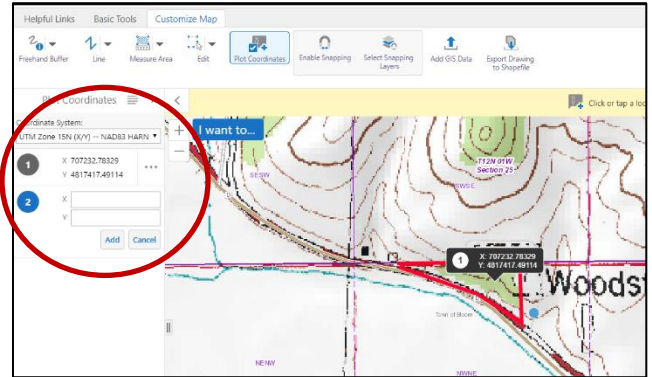- o Select Plot Coordinates tool to open the Plot Coordinates data frame

Select the point on the map where a coordinate reading needed

- Coordinates are listed in the data frame and as a label on the map

- Available actions ("…" icon next to the coordinate values) allow user to move, hide or delete the label

- If coordinates are known, type values in the Plot Coordinates data frame to zoom to the area of interest—ensure that the values entered are consistent with the coordinate system active in the drop-down
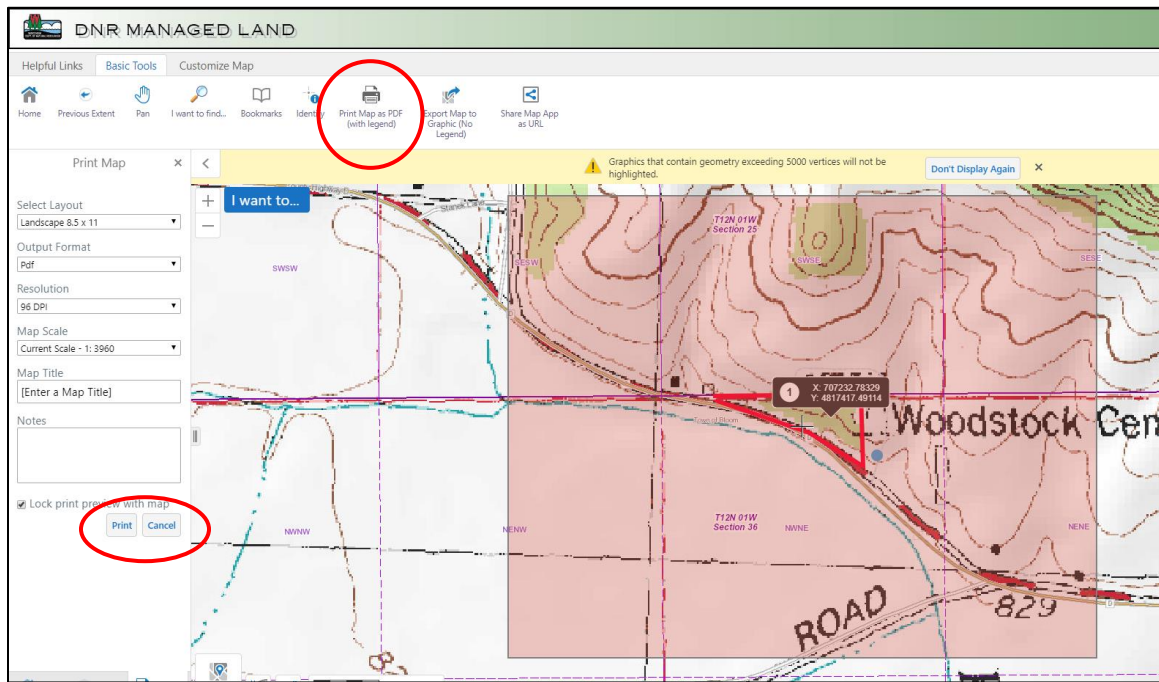
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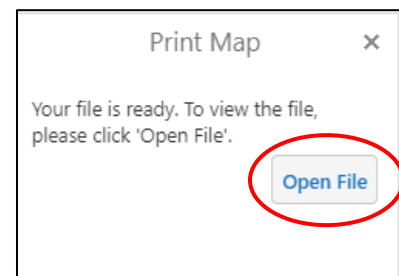Creating a Map for the Arch/Historical Report

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7. *Printing/Saving the Map*

Open the **Basic Tools** tab and select the **Print Map as PDF (with legend)** tool to open Print Map dialog in the data frame

- o Pan the map to fit into the pink highlighted **'Print Preview'** screen.

- o Unselect **'Lock Print Preview with Map'** to zoom in/out for best fit

- o Default settings will be adequate for saving/printing

- o Add a title and notes to describe the parcel and easement location.

- o Select **'Print'** to open the **'Open File**' screen

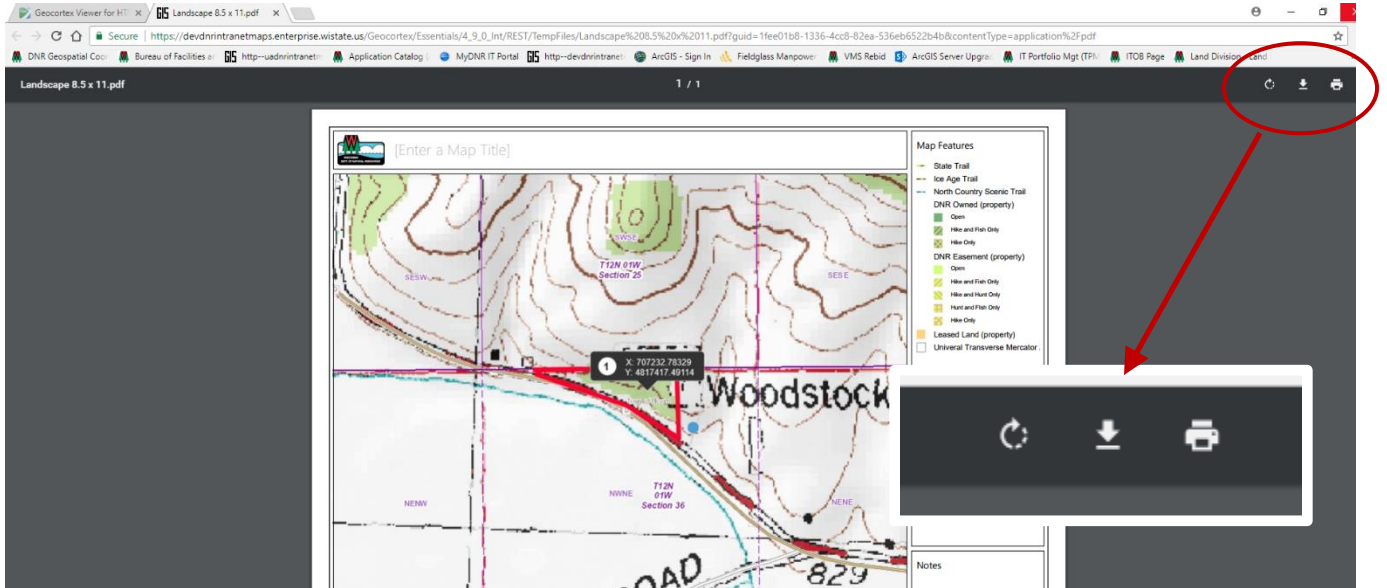- o Select **'Open File'** to open the map as a PDF in a new browser

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Map will open as a PDF in a new browser window.
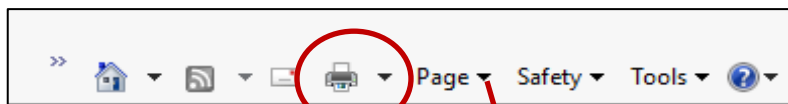Use the browser controls to either print or save the map as a PDF.

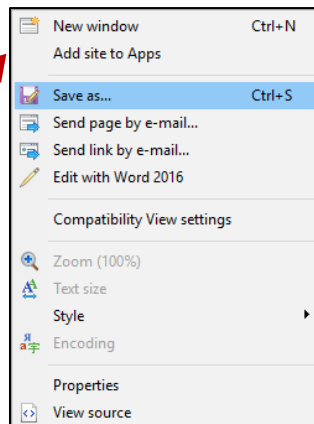To print the map: Select Print icon and follow the browser print directions

To save the map: Select the Download (Save) icon and save the map to an appropriate folder. PDF is the default format.

NOTE: This browser example is set for Google Chrome. Internet Explorer or Edge will display a different set of "Print" and "Save as" tools.

Print

Save as